WISEid

Overview

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
Tony Evers, PhD, State Superintendent

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WISExplore
Data Navigation and Inquiry

This 3 minute video will give you an overview of the WISEid process. For each step in the process please either refer to the specific instructions provided by your vendor or the individual DPI videos.

WISEid Defined

Person ID Management Application

- One WISEid = one person, replaces SSN for staff
- Will also be replacing the WSN number for students
- ID assigned by the agency holding the HR record
- Open all year long for maintenance

WISEid is a person id management application.
Each person will have one WISEid, this will replace the SSN for staff and the WSN for students
The ID is assigned by the agency that holds the HR record.
WISEid will be open all year long for maintenance.

WAMS ID with Access to WISEid

- Access to the WISEid application
- Use your WAMS ID to log in to Secure Home and click on WISEstaff

In order to complete the steps to submitting WISEid data, you must first have access to the WISEid application. Use your WAMS ID to log in to Secure Home and click on WISEid. If you do not have a WAMS ID, view the video specific to creating a WAMS account.

Preliminary Tasks in your SIS

Prior to submitting a file to WISEid, ensure that the following has been completed in your Student Information System (SIS):

- Based on information from your Vendor, know which field is being used for the "Local Person ID" for each your students and staff
- Other directions or guidance from your Vendor

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Creating a Student WISEid file

Once you have completed the preliminary tasks, you should be ready to create a Student WISEid Person Request file.

Follow the specific directions provided by your Vendor to query, review warnings, resolve warnings and saving the file.

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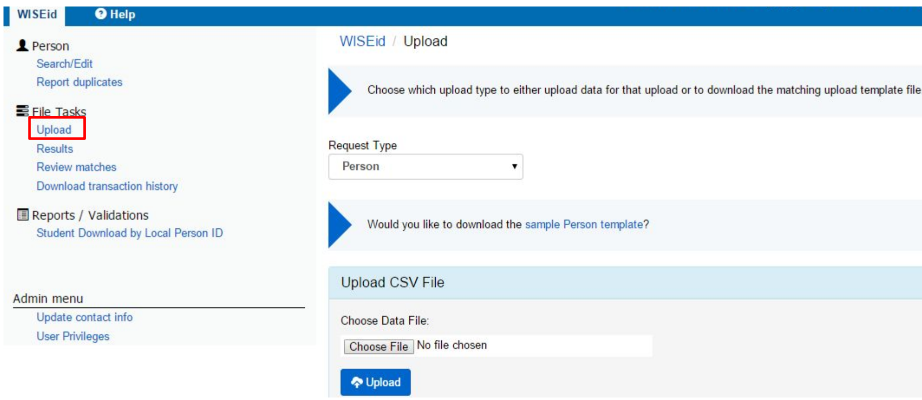
Submitting the File in WISEid

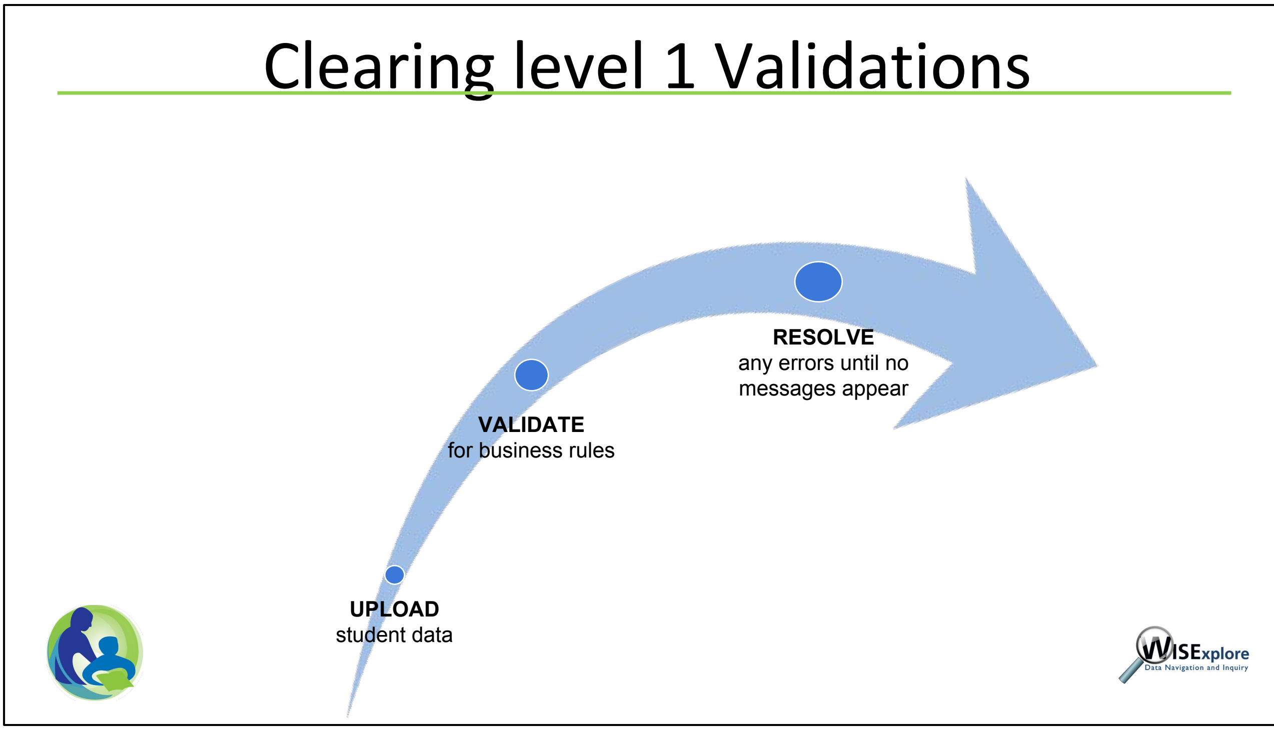
Once you have created a file from your SIS, it is time to submit to the DPI.



Once you have created a file from your SIS, it is time to submit to the DPI.

From the **File Tasks** menu, click on the **Upload** link to begin the upload process.

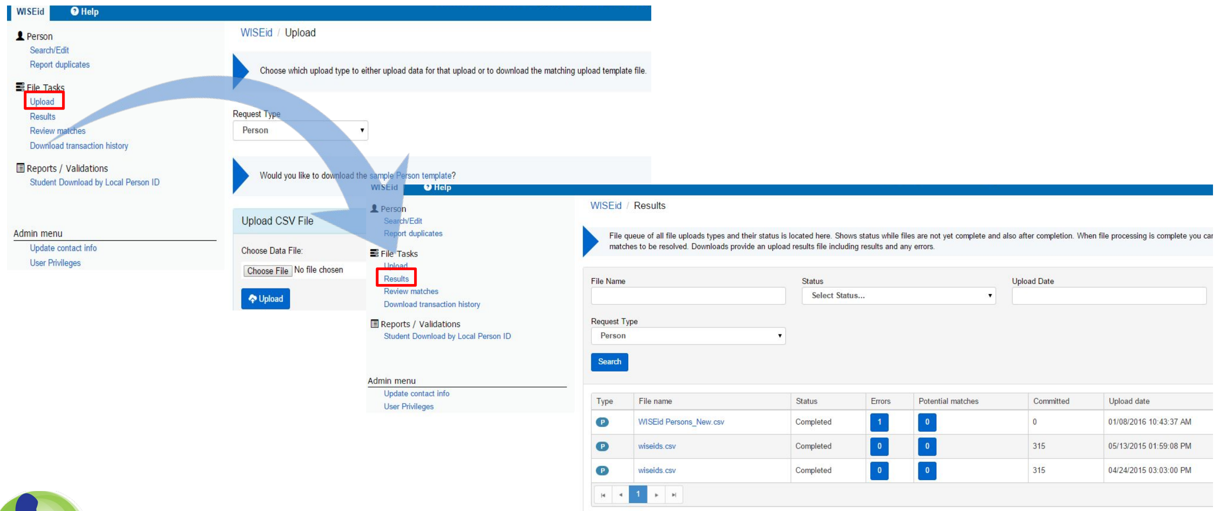
Please see the specific video on "Uploading a File from SIS/HR System" for step by step directions.



Validation in WISEid checks your WISEid data.

The system will then run business rules against your data, you will resolve any errors until no messages appear.

Submitting the Corrected File



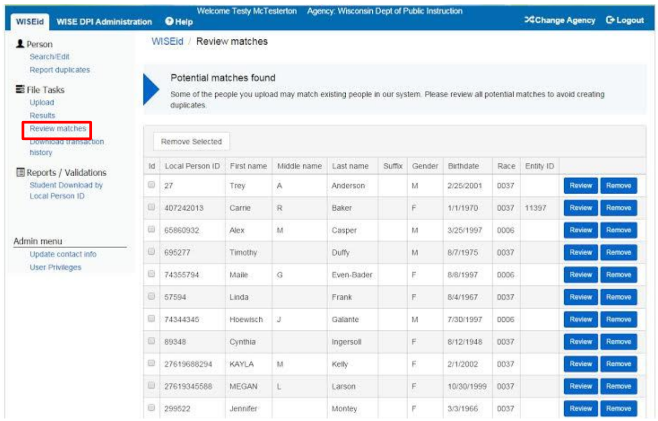
Once you have resolved your errors in your Student Information System, you will submit a new file through the WISEid interface.
Please note that the new file does not remove the errors in the old result.

Please see the specific video on “Uploading a File from SIS/HR System” for step by step directions.

Performing Match Reviews

Potential matches found

Some of the people you upload may match existing people in our system. Please review all potential matches to avoid creating duplicates.



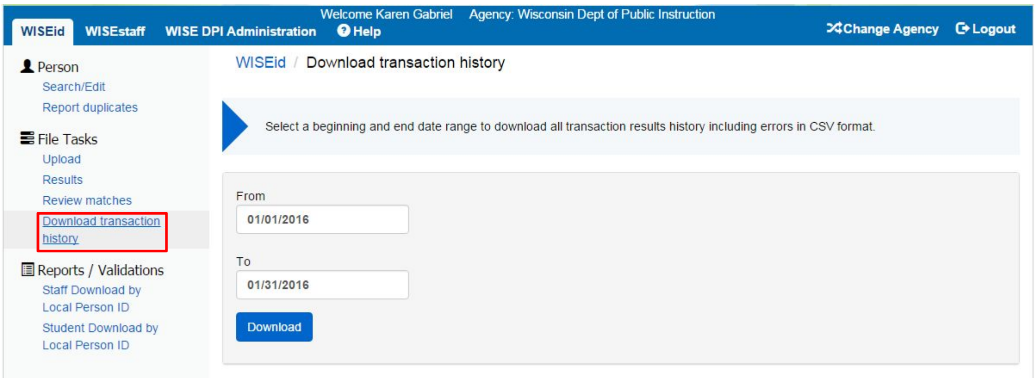
Once you have a successful upload, you can start working with your data.

From the **File Tasks** menu, click on the **Review matches** link to begin reviewing matches.

The reason for match review is to ensure that the people you upload in your file do not match others in the DPI system. If a potential match is found, those staff will be listed when you click review matches.

Please see the specific video on “Match Review” for step by step directions.

Downloading Results



From the File Tasks menu, click on **Download transaction history**. A CSV file containing your history will be downloaded to your local PC. By entering a date range, all the potential matches resolved in a specific period may be reported, as well as information on duplicate merges completed by DPI, review record modifications, and more.

The Download Transaction History file could be used to update or automate changes in your local information system, SIS, HR system, etc.

Please see the specific video on “Downloading the Person by Local Person ID file” for step by step directions.

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For directions on each of these specific tasks, please refer to the individual videos. Thank you for watching this video.